

# Regional Diploma Application Form

All prospective and returning students must complete their enrolment by completing this form or enrolling online. You will only be permitted to enrol as a student if you have been unconditionally admitted to a programme. Applicants will be notified of their eligibility to enrol as soon as their application form has been processed. **Please print clearly.**

## A Personal information

Student ID number (if known)

1. Have you studied at Lincoln University before?  Yes  No
2. Legal family name   
Given names
3. Preferred first name
4. Name previously enrolled under
5. Preferred title  Ms  Miss  Mrs  Mr  other
6. Gender  Male  Female
- 7a. Date of birth
- 7b. Country of birth
- 8a. Citizenship and residency – Tick the box which best describes your citizenship or permanent residency status.  
 New Zealand citizen  Australian citizen  
 New Zealand permanent resident  
Other   
(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)
- 8b. Ethnicity - What ethnic group(s) do you belong to? (You may tick up to three boxes, which apply to you.)
 

111 <input type="checkbox"/> NZ European/Pakeha	361 <input type="checkbox"/> Fijian
121 <input type="checkbox"/> British/Irish	371 <input type="checkbox"/> Other Pacific Peoples
122 <input type="checkbox"/> Dutch	411 <input type="checkbox"/> Filipino
123 <input type="checkbox"/> Greek	412 <input type="checkbox"/> Cambodian
124 <input type="checkbox"/> Polish	413 <input type="checkbox"/> Vietnamese
125 <input type="checkbox"/> South Slav	414 <input type="checkbox"/> Other Southeast Asian
126 <input type="checkbox"/> Italian	421 <input type="checkbox"/> Chinese
127 <input type="checkbox"/> German	431 <input type="checkbox"/> Indian
128 <input type="checkbox"/> Australian	441 <input type="checkbox"/> Sri Lankan
129 <input type="checkbox"/> Other European	442 <input type="checkbox"/> Japanese
211 <input type="checkbox"/> New Zealand Māori	443 <input type="checkbox"/> Korean
311 <input type="checkbox"/> Samoan	444 <input type="checkbox"/> Other Asian
321 <input type="checkbox"/> Cook Island Māori	511 <input type="checkbox"/> Middle Eastern
331 <input type="checkbox"/> Tongan	521 <input type="checkbox"/> Latin American
341 <input type="checkbox"/> Niuean	531 <input type="checkbox"/> African
351 <input type="checkbox"/> Tokelauan	611 <input type="checkbox"/> Other

8c. Iwi – If you are New Zealand Māori, with which Iwi do you identify? (You may enter more than one Iwi.)

## 9. Address and contact details

Personal email

Please print clearly. We will need to contact you.

Students are allocated a University email address which, after enrolment, becomes the primary means of communication.

Permanent address

Postcode

Phone

Mailing address (while studying)

Postcode

Phone

Mobile

10. Disability – This information is confidential.  
Do you live with the effects of significant injury, long term illness, or disability?  Yes  No  
If you answered yes do you wish to be contacted about special assistance during registration, lectures, field trips, tests or exams?  Yes  No  
(Application for domestic students only.)

## Declaration (optional)

From time to time the Lincoln University Students' Association (LUSA) needs to contact students individually or in groups to promote activities etc. By signing here you will enable LUSA to provide you with this information.

Signature  Date

## B Academic and vocational information

11a. Have you been enrolled at Lincoln University during the last 12 months?

- Yes – Go to Q. 14  
 No

Were you in New Zealand on 1 October, last year?

- No – I was overseas. Go to Q. 11b  
 Yes – My main activity in New Zealand was: (You may tick only one box.)

- |  |   |
|--|---|
| <input type="checkbox"/> Wage or salary worker   | <input type="checkbox"/> Secondary school student               |
| <input type="checkbox"/> University student      | <input type="checkbox"/> Unemployed or beneficiary              |
| <input type="checkbox"/> Self-employed           | <input type="checkbox"/> College of Education student           |
| <input type="checkbox"/> Polytechnic student     | <input type="checkbox"/> Wānanga student                        |
| <input type="checkbox"/> House-person or retired | <input type="checkbox"/> Private training establishment student |

Other:

## 11b. Secondary school record

What was the name of the last secondary school you attended? (State 'overseas' if applicable.)

What was your last year at secondary school?

What is the highest academic award you hold from a secondary school? (Tick only one box. State 'overseas qualification' if applicable).

- 99  Still awaiting results  
0  No formal secondary qualification  
11  14 or more credits at any level  
12  NCEA level 1 or School Certificate  
13  NCEA level 2 or Sixth Form Certificate  
14  University Entrance  
15  NCEA level 3 or Bursary or Scholarship  
9  Overseas qualification (includes International Baccalaureate and Cambridge exams)  
98 Other

If you left school within the last five years, please supply your NSN number (if known).

Lincoln University should be able to verify your NCEA results directly. If we are unable to, we will let you know.

12. Tertiary study – Will this be the first year you have ever enrolled at a university, polytechnic, college of education, private training establishment or Wānanga either in New Zealand or overseas since leaving school? (Do not include enrolments in STAR, community or hobby classes.)  
 Yes – Go to Q. 13  
 No

What was the year of your first enrolment there:

Previous tertiary record

Institution	Programme undertaken	Years
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you been excluded from any New Zealand university or from any department or faculty of any New Zealand university?  Yes  No

13. Please indicate if you have completed the following qualifications

- National Certificate in Agriculture or Horticulture Level 4  
 National Diploma in Agribusiness

Please let us know if you would like to be assessed for possible course credit based on the prior tertiary study you have undertaken  Yes  No  
(You may need to supply us with a verified copy of your Record of Learning or University academic transcript.)

14. Is English your first language?  Yes  No

### C Programme

15. Which programme do you wish to study?

- Certificate of Proficiency  
(study of individual courses for personal interest)
- Lincoln University Diploma in  
 Agriculture  
 Horticulture
- Lincoln University Diploma in  
 Horticultural Management

When do you expect to complete the academic requirements for this programme?

- Semester One  
 Semester Two      Year

### D Location

Name the regional city/town where you wish to study.

### E Courses

If unsure, please check with the local coordinator which courses are to be offered in your area, then tick the courses you wish to enrol in.

	Semester One	Semester Two
Diploma in Agriculture	<input type="checkbox"/> COMP 21R	<input type="checkbox"/> ANSC 21R
	<input type="checkbox"/> MGMT 24R	<input type="checkbox"/> BIOS 21R
	<input type="checkbox"/> PLSC 24R	<input type="checkbox"/> ENGN 23R
	<input type="checkbox"/> SOSC 21R	<input type="checkbox"/> MGMT 25R
Diploma in Horticulture	<input type="checkbox"/> COMP 21R	<input type="checkbox"/> BIOS 22R
	<input type="checkbox"/> HORT 22R	<input type="checkbox"/> ENGN 23R
	<input type="checkbox"/> MGMT 26R	<input type="checkbox"/> MGMT 27R
	<input type="checkbox"/> SOSC 21R	<input type="checkbox"/> PLSC 21R
Diploma in Horticultural Management	<input type="checkbox"/> MGMT 72AR	<input type="checkbox"/> MGMT 72BR

### F Fees payment

Please check [www.lincoln.ac.nz/regionaldiploma](http://www.lincoln.ac.nz/regionaldiploma) 'Regional Education Fees' related link for current fees information.

Please note: Fees payment is required before you can be registered as a student. An invoice/statement will be emailed to your Lincoln student email account.

Method of payment (please tick as necessary)

- Cash (credit card, direct credit, cheque)  
(Please circle which method.)
- Student Loan (contact StudyLink to complete application for payment)
- Scholarship (please advise full details)
- Other (please state - including full contact/invoice details of sponsor)

  
  
  


I understand that, as a registered student at Lincoln University, I remain liable for all charges against my current enrolment, and if my chosen method of payment is declined, I will make alternative arrangements for payment of all outstanding debts. I also acknowledge that I must complete formal withdrawal procedures prior to the fees refund deadline dates to qualify for a credit to my account if I discontinue my course.

Student signature

Date

Please charge my credit card (check your daily withdrawal limit)

- Visa       Mastercard

Credit card number

Cardholder's name

Card expiry date

Signature

Cheque enclosed - payable to Lincoln University or

- Pay your fees by direct credit to:  
 Account Number: 12-3147-0016000-00  
 ASB Bank  
 Lincoln University Branch  
 PO Box 204  
 Lincoln University  
 Lincoln 7647  
 New Zealand  
 Swiftcode: ASBZNZ2A

(Quote your name and student ID as reference.)

### Terms and conditions of enrolment

Lincoln University collects and stores information from this form to comply with the requirements of the Ministry of Education, Tertiary Education Commission (TEC) and where appropriate, Work and Income New Zealand (WINZ) and Immigration New Zealand (INZ). The information is also used to select students for courses and programmes, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, Lincoln University releases information to other entities when required by law, for regulatory requirements, or as deemed appropriate by the University (Vice-Chancellor's Office).

For the purposes of electronic enrolment and other transactions carried out between students and Lincoln University, students are supplied with a unique identifier which acts as an electronic signature. This unique identifier consists of a username, password and student ID number.

### Declaration

In signing this enrolment form:

I am giving consent to the disclosure of personal information given on this form to recipients within Lincoln University for purposes related to the advancement of my studies. I am also giving consent to the release of information to the appropriate external agencies by the Vice-Chancellor's Office when deemed appropriate. (Information on academic performance for those studying on a scholarship will be made available to the appropriate scholarship donors.)

I am confirming that my evidence of identity belongs to me when using my electronic signature. I authorise the use of my unique identifier for admission and enrolment purposes. I accept all responsibility for all uses of my unique identifier. I agree not to give my unique identifier or password to other people. I agree that all future use by myself of my unique identifier as an electronic signature will be legally binding upon myself.

I understand and agree that, upon registration as a student at Lincoln University, I am obliged to make myself familiar with and to obey the University's rules and regulations as published in the Calendar and associated materials. These regulations include, but are not limited to, the payment and refund of fees, computer use, copyright, examinations, library use and subject cancellations. I understand that late payment of any fees may incur an additional administration fee, penalty interest and/or collections costs.

I declare that, to the best of my knowledge, all the information supplied on and with this enrolment form is true and complete. I acknowledge that my admission or registration may be cancelled if any information I have supplied is not truthful or accurate. I consent to the disclosure of my personal information for the purposes described above.

Signature:

Date:

Please confirm by email that my enrolment form has been received. You can email me at:

How did you first hear about the Lincoln University Regional Diploma Programme?

  


### Checklist

Before you return this enrolment form to us, please check that you have completed each section in the form, signed it and attached supporting documents. Only complete applications can be assessed and processed.

- All Students – Tuition fees payment (Refer Section F)
- New Students – One passport photo for your student ID card
- New Students – A verified copy of your birth certificate or of your passport details
- New Students – Academic documents – one verified copy of each academic document upon which you are basing your application
- Returning Students – Your existing Lincoln University ID card (for updating)

New students may be required to provide additional evidence of competence in English. If English is not your first language, please contact the Campus Administrator (03) 423 0050, or email [admissions@lincoln.ac.nz](mailto:admissions@lincoln.ac.nz).

Please send all documentation to:  
 Student Administration

**Attn: Campus Administrator, Regional Diploma Programme**  
**Freepost 36**  
**PO Box 85084**  
**Lincoln University**  
**Lincoln 7647**  
**Christchurch**  
**New Zealand**

Permanent Residents must ensure that all pages of their passport relating to their name, date of birth, country of citizenship, as well as their Resident Permit stamp are copied and each photocopied page is verified.

If you are eligible to enrol at Lincoln University, you will receive a formal acknowledgement, along with an invoice for the course tuition fee (if not included with your enrolment form). This is payable before starting classes.

### Verified documents

A verified copy is a photocopy signed by someone in authority, who has seen the original document and checked that the photocopy is a genuine, unaltered copy of that original. The verifier must be an authorised person, such as a Justice of the Peace, Police Officer, Solicitor, Registrar or Deputy Registrar of the Court.

In smaller communities, members of the community in positions of trust who are accessible to students, such as school Principals, are also acceptable.

Please ensure that the person who verifies your document(s) signs and prints their full name, address and uses their official stamp if they have one. Solicitors, registrars and Justices of the Peace usually have official stamps. A list of Justices of the Peace can be found in the yellow pages of the phone book.